

# CO-OP QUALIFICATIONS WORKSHEET

DATE:		ORGANIZATION CODE		EMPLOYEE INITIALS <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>	
NAME OF EMPLOYEE:				NATURE OF ACTION: <input type="checkbox"/> Appointment <input type="checkbox"/> Return to Duty <input type="checkbox"/> Conversion <input type="checkbox"/> Promotion	
NAME AND LOCATION OF SCHOOL:		MAJOR FIELD:		GRADUATION DATE (OR COMPLETION OF REQ'MTS): <div style="display: flex; justify-content: space-around;"> <div>Month <div style="border: 1px solid black; width: 30px; height: 20px;"></div></div> <div>Year <div style="border: 1px solid black; width: 30px; height: 20px;"></div></div> </div>	
TITLE AND GRADE OF POSITION:		<input type="checkbox"/> Associate <input type="checkbox"/> Grad <input type="checkbox"/> Undergraduate <input type="checkbox"/> Ph. D		CHANGE IN MAJOR FIELD: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHOOL <div style="border: 1px solid black; width: 30px; height: 20px;"></div>	TYPE ROTATION 1 = Semester      3 = Semiannual 2 = Quarter      4 = Annual <input type="checkbox"/>	MAJOR <div style="border: 1px solid black; width: 30px; height: 20px;"></div>	ACADEMIC STATUS 1 = Freshman    3 = Junior    5 = Graduate 2 = Sophomore   4 = Senior   6 = Ph. D <input type="checkbox"/>	GRADE SCALE	GRADE POINT AVERAGE
TARGETED COMPETENCY					

## QUALIFICATIONS FOR INITIAL APPOINTMENT

### CLERICAL AND TECHNICIAN STUDENT TRAINEE POSITIONS

Grade	Level of Education *	Notes
GS-1	High School Student	
GS-2	High School Graduate	
GS-3	Complete 1 Year of Study Post H.S.	
GS-4	Complete 2 Years of Study Post H.S.	

### SCIENTIFIC AND ENGINEERING AND PROFESSIONAL ADMINISTRATIVE STUDENT TRAINEE POSITIONS

Grade	Level of Education *	Notes
GS-4	College Sophomore	
GS-5	College Junior	
GS-6	College Senior	
GS-7	Masters Program or College Graduate	
GS-9	Doctorate Program or Completion of 1 Year of Master-Level Study	
GS-11	Doctorate Program (Research) or Completion of 1 Year of Doctorate-Level Study	

## VERIFIED BY EMPLOYEE

(SIGNATURE: I UNDERSTAND ANY CHANGE IN MY ACADEMIC MAJOR REQUIRES APPROVAL IN ADVANCE BY MSFC AND SCHOOL OFFICIALS. AN UNAUTHORIZED CHANGE MAY RESULT IN MY TERMINATION.)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## ADDITIONAL APPOINTMENT REQUIREMENTS

- ☐ Written Co-op Agreement  
☐ Academic Certification  
☐ Attendance  
☐ Academic Major  
☐ Scholastic Average

☐ Minimum Age Requirement  
☐ Citizenship  
☐ Medical Requirement  
☐ Nepotism Restriction  
☐ Members-of-Family Requirement

\* College or University will determine the level of education or classification that the student trainee has attained.

## CONVERSION REQUIREMENTS

- ☐ Citizenship  
☐ Members-of-Family Requirement  
☐ Degree Requirement  
☐ Major Field Related to Position  
☐ Converted Within 120 Days  
☐ Last Work Period Within 18 Months of Graduation

☐ Student meets qualification standards for position  
☐ Student will complete degree requirements within MSFC Co-op Program Guidelines  
☐ GPA (Final) \_\_\_\_\_ Student has completed before graduation one or more work periods totaling 26 weeks (640 work hours in a pay status)  
☐ On Job Experience - 2080 Hours in Same Occupational Area, or:  
☐ Completed 1040 Hours in Work Status and Satisfied Superior Academic Achievement Provision (GS-7)  
☐ Travel Authorized

SIGNATURE OF INITIATOR:	DATE:	SIGNATURE OF REVIEWER:	DATE:
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